

# Date and Time Settings dialog

The **Date and Time Settings** dialog is provided for defining a particular date and time. The dialog supports ISO8601, the International Standard for the representation of date and time.

The dialog can be used for elements or views that have date and time properties (e.g. Actual Project Milestone, Actual Enterprise Phase).

To open the **Date and Time Settings** dialog

1. Open element's Specification window.
2. Select the **Date** property value cell and click ... Edit.  
The **Date and Time Settings** dialog opens.

**Date and Time Settings**

Select timeline:  
Timeline

Set the date and time:  
2020-09-17

Change the date format:  
YYYY-MM-DD

Date:  
September 2020  
Sun Mon Tue Wed Thu Fri Sat  
30 31 1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28 29 30 1 2 3  
4 5 6 7 8 9 10


Date:  
2020-09-17  
Today

Time:  
00:00:00  
Now

Time zone:  
+02:00  
Default

OK Cancel Help

Dialog element	Element type	Description
Select timeline	Text box	A package for the data grouping.
Set the date and time	Drop-down list	A date and time value that exists in the model. Select a new date and time value from the drop-down list.
Change the date format	Drop-down list	Select a preferable date format from the drop-down list. You can also set the default date format in the <a href="#">Project Options</a> dialog.
Date	Visual calendar	A date value in the visual calendar. To select a day, click the day on the calendar. To move through months, use arrows on the left and on the right in the title section of the calendar. To move through years, use double-arrows on the left and on the right in the title section of the calendar.
Date	Spin box	A date value in the selected text format (e.g. "YYYY-MM-DD"). To change the time value you can do one of the following <ul style="list-style-type: none"><li>• Type a new valid date value.</li><li>• Click up and down arrows to increase or decrease the current value.</li></ul>

<b>Time</b>	Spin box	<p>A time value in the text format ("hh-ss-mm").</p> <p>To change the time value you can do one of the following</p> <hr/> <ul style="list-style-type: none"><li>• Type a new valid time value.</li><li>• Click up and down arrows to increase or decrease the current value.</li></ul>
<b>Time zone</b>	Drop-down list	<p>A time zone value.</p> <p>Select a new time zone value from the drop-down list.</p> <div> The default time zone value is the one of your computer regional settings.</div>

Button	Description
[...] (by the <b>Select timeline</b> box)	Click to select or create a new timeline. The <b>Select Timeline</b> dialog opens.
<b>Today</b>	Click to set the <b>Date</b> box value to the current date of your computer.
<b>Now</b>	Click to set the <b>Time</b> box value to the current time of your computer.
<b>Default</b>	Click to set the <b>Time</b> zone box value to the value that is set in your computer.

**Related procedures**

- [Capability Provision Creation Wizard](#)
- [Actual Resources Deployment Wizard](#)